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| | Function | Required | If Applicable |
| preApps | initial submission of PreApplication | and / or FRANCHISE/ ENVIRONMENT AGREEMENTS | must mark all subsequent PreApp submissions as PreApp also PREAPP |
| | new ASM application | AUTHORIZATION, SUPPLEMENTAL DATASHEE SLPC CREDIT MEMO, 1244, ELIGIBILITY CHECKLIST, 912, COST DOCS, BANK LETTER | 2504 Tracking # II anything |
| new App | new non-ASM application | AUTHORIZATION, SUPPLEMENTAL DATASHEE SLPC CREDIT MEMO, 1244, ELIGIBILITY CHECKLIST, 912, COST DOCS, BANK LETTER + CREDIT RPT, PERSONAL FINANCIAL STMT ar all other financial/affiliate documents if applicable | various others Documents ENVIRON APPRAISAL can be MENTAL INS |
| | responding to an application Screen Out | **SCREEN OUT CHECKLIST** You actually need to se "Screen Out Checklist" your system. It is more to just a cover page, it is to only way the automate system logs the application back in! | and must accompany the SCREEN OUT CHECKLIST document |
| screen outs | responding to just an Appraisal Screen Out | e504# APPRAISAL (only) | for Appraisal, Franchise/Agreements or Environmental screen outs, you do not use the SCREEN OUT CHECKLIST or any other document types ### FRANCHISE ### ENVIRONMENTAL (only) (only) |
| declines | requesting reconsideration of an application that was declined | DECLINE RECONSIDERATION | documents to support request for reconsideration, each as separated documents + CORRESPONDENCE BANK LETTER |
| servicing | request for servicing aka a "327" | e504# SERVICING REQUEST | other Documents, if necessary, must be included as separate documents and must accompany the SERVICING REQUEST document |
| closing | request for closing | ← 1 page only e504# CLOSING REQUEST | do not submit any other documents with a closing request |